

Multiple Project Contracting for On-call Professional/Engineering Services

Goal

The goal is to set up contract(s) with consultants for professional/engineering services to perform particular tasks to supplement UDOT Staff for peak periods or for particular expertise currently unavailable within the Department that may be billed to various projects.

Consultant Services anticipates this process will be utilized for three types of situations.

- *On-call Type A* – Augmentation of UDOT Staff
- *On-call Type B* – Packaging of Several Small Projects in One Contract – Projects are **undetermined** at time of contract but the need is anticipated. This process will be used to streamline the contracting process.
- *On-call Type C* – Packaging of Several Small Projects in One Contract – Projects are **predetermined** at time of contract. This process will be used to streamline the contracting process.

Parameters

- *Unit-Price Fee Type* - The fee type of the contract will be Unit-Price. The unit-price contract will include travel rates if applicable in addition to loaded labor rates. A Unit-Price contract will allow negotiation on overhead rate (lower).
- *One Year* - The duration of the contract will be for one year or less to preserve competition with the option to extend for one additional year.
- *No Retainage* - The contract will not establish a retainage amount, or escrow for retainage.
- *Pool Rules Apply* - If consultant selection is through the General Engineering Services & Local Government Pool (Pool), then contract must comply with parameters of Pool such as Pool caps/limits and appropriate work discipline.
- *Maximum Amount per Contract* – The maximum contract amount is \$200,000 for the base contract and all modifications. The Comptroller's Office has requested we not exceed this amount.
- *Maximum Amount per Project* – The maximum cumulative amount per project in one contract is \$100,000. The intent is to allow for multiple-project contracting but not replace the traditional Engineering Services project-specific contracting process.

Steps

The UDOT Project Manager / Task Leader (PM/TL) will perform the following steps for an on-call contract.

Develop Scope

The PM/TL will create a Scope of Work for the work or type of work the engineer/professional will be performing on behalf of the Department listing the tasks and any deliverables if applicable.

Develop ICE

The PM/TL will create an Independent Cost Estimate (ICE), number of hours times rate per hour.

Select Consultant

- The PM/TL will either select a consultant out of a Pool in the appropriate work discipline that is qualified to perform tasks, or advertise an RFQ through the normal process to select a consultant.
- Request an on-call or multi-PIN contract through the Contract Management System (CMS).
- If the selection of the consultant was through the GE / LG Pool, the CS Financial Analyst will confirm there are Pool dollars available for the firm selected. The Analyst will assess the estimated dollar amount against the consultant's cumulative cap limit. The Analyst will then approve the contract request and notify the PM/TL to go ahead and contact the consultant. CMS provides the firm's established overhead rate as a starting point for negotiations.

Contact & Negotiate with Consultant

The PM/TL will contact and negotiate the following items with the consultant for a contract.

- Executive Summary
 - In addition to the traditional four points, the consultant will need to state they will perform cost accounting so projects will be billed accurately.
- Work Plan
- Staffing Plan
- Schedule
- Certificate of Insurance
- Unit-price Cost Proposal (negotiated unit-price)

Submit Information to CS for contract preparation.

The PM/TL will complete the Negotiation Tab in CMS and submit the following items to Consultant Services (CS).

- ICE
- Consultant Information listed above (Executive Summary, Work Plan, etc.)
- Default Current Expense coding block for any non-project related activities

CS will prepare the contract.

- CS Administrator will review information for accuracy.
- CS Administrator will write contract

Funding Request for Project

- *For On-call Type A, B, or C Contracts* – The PM/TL will need to either:

- Confirm an *R709 Authorization of Funding Request* initializing a phase (preliminary engineering or construction) of the project has been approved, or
- Create and receive approval of an *R709 Authorization of Funding Request* prior to requesting the Consultant perform work on a project.

NOTE: The R709 required is the one to set up and open funds for in-house use; FINET Program Code (formerly the job/proj or CID) with subphase 01D or 03C will need to be activated prior to payment of any invoices.

CS will route for approvals

CS will issue Notice-to-Proceed once approvals are received.

Consultant will bill UDOT PM/TL (format)

- The PM/TL and Consultant will track the number of hours worked on the various projects.
- Consultant will submit to PM/TL two copies of a *Consultant Services Payment Request for On-Call Contracts* with an attached detailed spreadsheet breaking out or distributing the hours and cost by project. Any expenses not associated with a project will be assessed against a Current Expense Coding Block indicated on the invoice. The spreadsheet will list the unit rates established in the contract and detail the following information for each project:
 - Number of hours per person
 - Number of units on direct expenses
 - Dollar amount (number of hours or units times rate(s))
 - FINET Program Code (Job/Proj No or CID)
 - PIN No
 - UDOT Project No.
 - Project Name/Location
 - Total(s) number of hours per person
 - Total dollar amount for invoice
- The PM/TL will review/approve the payment request and forward one copy to their Accounts Payable Technician (A/P Tech.) for their Region/Division for payment and retain a file copy.
- A/P Tech. will distribute costs based on the spreadsheet to the various projects when paying the payment request (invoice).

Modify Contract

The contract may be modified; however, must still comply with parameters listed in the beginning of this document.

Close Contract

- The PM/TL will perform a Consultant Evaluation.
- The PM/TL will then request closure of the contract from Comptroller's Office.